



GALLERY SPACE USE POLICY

The Prince George's African American Museum & Cultural Center at North Brentwood, Inc. (PGAAMCC) in North Brentwood, MD provides a setting for community events and functions.

The Executive Director or designated employee is responsible for permitting use of PGAAMCC spaces, managing all details of the event, and providing on-site coordination. To ensure the safety of our guests and preserve our facility, the following policies and procedures will be strictly enforced.

Eligible Users and Uses:

PGAAMCC's mission is to celebrate and inspire the Community through the cultivation, preservation, and presentation of cultural and artistic contributions of African Americans in Prince George's County, Maryland. Therefore, the facility may not be used for activities deemed inappropriate by the PGAAMCC's Executive Director. Priority for use is given to events in support of the museum's mission.

The following are examples of the types of groups that can use PGAAMCC:

- 501(c) 3 Community-based and professional organizations (Taxpayer Identification Number Required or your Internal Revenue Tax Status Letter)
- Other Non-profit organizations (Charities, Foundations, etc.)
- For-profit organizations
- Individuals

TO REQUEST A SPACE:

1. Read this document - the Space Use Policy.
2. Fill out the Facility Use Request Form and return to:

Gallery Coordinator

Prince George's African American Museum & Cultural Center at North Brentwood Inc.
4519 Rhode Island Avenue, North Brentwood, MD 20722

Email: tsanders@pgaamcc.org

Phone (301) 809-0440 | Fax (301) 403-1382

Make checks payable to: Prince George's African American Museum at address listed above.

Terms & Conditions

Guarantees: Requests for use of a PGAAMCC facility must be made to the Gallery Coordinator by submitting the Facility Use Request Form and a 50% rental deposit at least 15 days in advance of the proposed event. The rental deposit will go towards the full rental cost, which will be due the day of the event upon arrival. Note: the earlier a request is made, the more likely it is that the event can be accommodated with PGAAMCC program scheduling.

Cancellation Policy: Cancellations are permitted, but please note that the rental deposit is non-refundable.

Event Staffing: PGAAMCC does provide a Gallery representative and parking. **It is the responsibility of the renter to provide staff for setting up, taking down, cleaning up, running the event, and monitoring event participants.**

Space Limitations and Hours: The number of guests must not exceed 70 people, which is the maximum Gallery capacity. All activities, including clean-up, must begin no earlier than 7 am and be concluded not later than 12:00 am (exemptions to this must be pre-approved by the Museum).

Security and Liability: Security will be provided through Security on Demand (SOD) by PGAAMCC. Renters are not able to hold an event without security present. Renters may contract their own security from an outside, licensed security agency with pre-approval from PGAAMCC. PGAAMCC is exempt from liability for any loss, theft, damage, injury or other consequence arising directly or indirectly from the space rental.

Facility Condition: At the conclusion of the event, Renter must leave the space in the same or similar condition as it was in prior to the event. Renter is liable for any damage to the premises and its contents; all damage related charges will be determined by PGAAMCC and its agents and will be the sole responsibility of the renter.

Climate Control: The temperature in the Gallery is set at a constant 72 degrees Fahrenheit and must not be adjusted under any circumstances.

Decorations & Signs: The name of the Museum can only be used in reference to location and directions for the event and not as part of the event's title or tagline (i.e. in association with or sponsored by). Posting signs on PGAAMCC's property is prohibited. **No material is to be fastened to any Gallery wall surface, exhibit, or ceiling.** Room arrangements must meet all fire, safety, and building code requirements.

Clean Up: Cleaning will be the responsibility of the renter. Event sponsors are responsible for returning the space to its original condition. A walk-through inspection at the conclusion of the event will be required. Room set up and take down is the responsibility of the user organization/individual.

Media Coverage/photography: If media coverage is anticipated for any event, the renter must notify the Museum. Event photos are permitted, but **No direct photos of images from Gallery exhibitions may be taken.**

Furnishings: PGAAMCC will provide up to 4 tables and 30 chairs. Any additional furniture must be provided by renter and approved by the Museum.

Food and Beverage/Catering (Only Prepared Food): Food and beverages for events are permitted if they are pre-prepared and ready to serve. Kitchen with prep area, refrigerator, sink, and microwave is available. **PGAAMCC is not liable for any illness or health incidents related to food or beverages served at the event. Liability for such incidences lies solely with the renter.**

Smoking/Open Flame: Smoking or the use of open flame, (e.g., candles or "Sterno") is not permitted within the building. (Exception – applicants may request permission in their Space Use Request to allow a professional catering service to use warming devices, provided that the catering service agrees to the Terms & Conditions of the Gallery Space Use Policy and also signs Facility Use Request Form.) If a fire or smoke alarm is activated, resulting in a false alarm during an event as a result of the user or user guest, the renter will be charged a security system response fee at the county's current rate.

Parking: Facility parking is available on PGAAMCC's parking lot located at 4505-4511 Rhode Island Avenue. **Absolutely NO** parking is permitted in front of the neighboring Thrift Store, Church, and Community Forklift buildings; **(Failure to adhere to this warning will result in the towing and impounding of all vehicles in the unauthorized area).**

Partners/ Partner Organizations: Partner Organizations are authorized to use the Gallery free of charge once per calendar year. Partners/Partner Organizations must have contributed at least \$10,000 in the calendar year of their one free annual event.

Facility Rental Fees

All Rentals are for a (4) hour minimum

Facility Rental Fees	
Non-Profit Organizations/	Starting at \$400 (for 4 hours) \$75.00 per additional hour
For-Profit Organizations/Businesses	Starting at \$600 (for 4 hours) \$125.00 per additional hour
Non-Organization/Non-Commercial Affiliated Individuals	Starting at \$400 (for 4 hours) \$75.00 per additional hour
PGAAMCC Members	Starting at \$300 (for 4 hours) \$65.00 per additional hour
*Partners	*first event free of charge with minimum annual contribution (see page 3 of Space Use Policy)



GALLERY FACILITY USE REQUEST

Space Requested: (use a separate form for each room/date)

Today's Date: _____

- GALLERY
- Kitchen (food HOLDING only)

Organization Name: _____

Organization Address: _____

INTERNAL USE ONLY Request Granted Y <input type="checkbox"/> N <input type="checkbox"/> <input type="checkbox"/> Rental Deposit Paid <input type="checkbox"/> Facility Use Request Received <input type="checkbox"/> Fully Paid
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- Organization is: Non-Profit Org or Other Approved Charity Individual PGAAMCC Member
 Government Org, For-Profit Org, and other Organizations and Associations Partner

Event Description: _____

Number of People: _____ Name of Function: _____
 Event Day & Date: _____ Alternate Day & Date: _____
 Event Start Time: _____ Event End Time: _____
 Set-up/Arrival Time: _____ Clean-Up/Departure Finish Time: _____
 Contact Person: _____
 Phone Number: _____ Fax Number: _____ E-mail Address: _____

Catering: Yes No Company: _____
 Security: Yes No Company: _____

Number of PGAAMCC Chairs needed: _____ Number of PGAAMCC tables needed: _____
 (Please note: you will be responsible for set-up, take-down and clean-up)

Do you plan on bringing additional tables and/or chairs? Yes No
 I have read, understand and agree to the terms and conditions outlined in PGAAMCC's Space Use and Rental Policy. I understand that I am responsible for all set-up and clean-up of the space. I understand that the space is not reserved until confirmed in writing by an authorized Museum representative.

Renter Signature: _____ Date: _____
 Catering Service Signature: _____ Date: _____
 PGAAMCC Signature: _____ Date: _____